

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 31 MARCH 2006**

I. CEFMS:

A. We updated the rate tables in CEFMS to reflect new TDY per diem rates and new private conveyance mileage allowances effective 1 Mar 06.

B. We identified either identified or made the following required modifications to the CEFMS Travel Module:

- We have identified the CEFMS programming changes that must be made to support posting travel advances to the funding on travel order/PCS Purchase Request and Commitments (PR&C) in accordance with the DoDFMR. Travel advance funding is currently posted to the Disbursing Officer's account. This change in posting will give an accurate account of project funds and prepare CEFMS for deployment to the Defense Travel System (DTS). We are in the process of determining how many old (over one year) travel advances are on USACE activity CEFMS databases where the advances were never disbursed or never fully recouped. We will clear up all invalid data before releasing the new accounting process to USACE activity CEFMS databases.
- We created a new report to track TDY Travel Orders for a user specified timeframe. The report will track travel orders where the TDY travel (Conus or Oconus) is beginning, ending, or in process within the specified timeframe. This report will give a current and accurate account of who is on official travel duty at any specified time. It will be useful in determining who out of the country and also who is/is not available in case of emergency deployment needs.
- We modified the CEFMS Travel Order Itinerary process so users cannot enter a depart date earlier than the final arrival date on the previous voucher.
- We modified the CEFMS Travel Voucher process to update the orig_id_no when a supplemental voucher is created for audit and research purposes.
- We added a feature to the CEFMS Travel Certification process so email is sent to the responsible employee of the

work item and users with notification_type_code "FA_CERT_EXC_AUTH" after a travel settlement is certified, if a funding account has exceeded its authorized amount. This problem report was approved by the CEFMS Configuration Board (CCB).

- We modified the CEFMS Appropriation Refund Billings Create/View Screen so that local travel can be processed through this screen. We also modified the Collection Voucher Certification process to certify collections for local travel and update local travel tables appropriately.

C. The USACE Finance Center has had situations where a disbursement is made to an inactive vendor. After researching this problem, we found several areas in the CEFMS Commercial Transportation Module that needed improvement to correct this error. We modified the Create Commercial Transportation Obligation process so that an obligation cannot be created with an inactive vendor. We also modified the Credit Card Airfare Invoice Create process so that when the invoice is created, the pay sequence number does not default to 1. The smallest pay sequence number that is active for a vendor will be used. If no active pay sequence number exists, then the invoice cannot be created. We also modified the GTR Invoice Create/Update (creation of invoice for non-credit card GTR Obligation) so that only pay sequence numbers that are active for the vendor specified on the obligation are displayed on the List Screen for Pay Seq No. These CEFMS changes should prevent future disbursing problems on Commercial Transportation payments.

D. We removed the information block on the CEFMS Create Travel Order screen where the user could change the default 'Y' for 'Per Diem Authorized in accordance with JTR'. Even though USACE travel is covered by JTR regulation, users could previously mark the block 'No' and then proceed to insert a Method of Reimbursable (MOR) in the explanation block such as "AE" (actual expense for lodging and meals, 'LTT' (long term training), etc. These are per diem rates authorized under the JTR. The problem was the user did not enter the same code on the itinerary leg for MOR. Travel settlements are computed based on the MOR on each itinerary leg, not the block from the first travel order screen. All printed travel orders will indicate 'Y' for 'Per Diem Authorized in accordance with JTR' and users will enter specific MOR on the itinerary only. This will stop the confusion when the codes do not match and the traveler expected to receive reimbursement based on code on the first screen and not the itinerary MOR.

E. We implemented an email to advise USACE Activities of items which will prevent an activity from closing out at month-end. The email executes on each of the last five days of each month advising USACE Activity funding creators of the items which will prevent month-end closeout. Also, we implemented a Month-End Closeout Warning Report to identify items which will prevent month-end closeout. The report can be executed at any time. We sent a release notice to all users with the funding creator role to inform them about this functionality. This functionality was requested by the USACE Finance Center.

F. We monitored the civil works cost share automated withdrawal program. For February 2006, the program withdrew \$24 million from sponsor advance accounts and \$11 million from sponsor work-in-kind accounts. Additionally, the program closed five cost share projects. All USACE activities databases remained in balance after the automated withdrawal program ran and emails were generated advising responsible employees why the withdrawal program could not execute on specified cost share projects. We identified 31 civil works cost share sponsors for which an advance account had not been established which precluded the cost share automated withdrawal program from executing and withdrawing the sponsor's share of actual cost. Email messages were sent to seven USACE Activities requesting advance accounts be established to permit the withdrawal process to execute.

G. For CFO reporting, we plan to release CEFMS changes for revised general ledger correlations to move balances from the current general ledgers to the new general ledgers in April. These changes are applicable to special expenditure funds, civil and military reimbursable, general, special and trust funds, and miscellaneous receipts.

H. Due to mandated reporting on the first of the month, the Finance Center must cut off disbursing on the next to last business day of the month. We corrected Supervision and Administration (S&A) processing that was in the nightly CRON job so that it would not create passbacks after the UFC cutoff date. We also made sure that whether the CRON process or a user initiated the S&A processing, the date at the top of the screen changed to show when the process was last run.

I. We are continuing our ongoing testing of Oracle Version 10g, the most current version of Oracle. HQUSACE (CECI) will make the final decision on the date for conversion to Oracle Version 10g, which is estimated to be before 30 Sep 06.

J. We developed a reconciliation to identify discrepancies between the labor_hours table and the time_cert_errors_view. This recon will be automatically executed daily on each activity's CEFMS database, and will be used only by the CEFMS labor team to assure data integrity. So far, this recon has identified one instance where more labor hours were processed than were recorded in the timekeeper_certification table. Research by the CEFMS team revealed the timekeeper was using an unconventional method of making prior period timekeeping corrections. We added an edit to prevent this method from being used in the future.

K. We revised the Operating Budget Module's option to 'Replace Budget with Actuals' so that the revised budget amounts for labor and overhead resource codes include any Cross Charge Labor (CCL) that has been performed by the activity's employees during the fiscal year. This allows the activity to see the impact of this type of CCL in their operating budget and ensures that labor/overhead budget and execution will agree for the months specified in the 'Replace Budget with Actuals'.

L. We revised the CEFMS Users Manual for the Civil Automated Budget (CAB) Program and reports. The manual was updated to reflect the FY2006 change in how GSA rent is distributed and to include the most recent CEFMS instructions for preparation and submission (dated Nov 05). The revised users manual was made available on 16 Mar 06 and replaced the previous version from Dec 04.

M. We modified the Interest Paid (ipdldet) Reports for both civil and military to include the needed enhancements requested by the CEFMS Configuration Board (CCB). We added delivery order number, receipt voucher number, work item, responsible employee, receiver and fund_acct_no. This will increase efficiency and management of the Prompt Payment Act interest. We also corrected a problem with the credit card and cost transfer logic.

N. We continue to make added modifications to the general ledger chart of accounts per CFO initiative. We are in the process of reviewing the pending changes to the funded and reimbursable funding modules to determine if changes will be needed to the reports.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	746	744
Priority #1 Problems	78	84

We received 179 new problem reports and completed 181 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	58	57
One	2	0
Two	1	3
Three	0	1
Four	1	0
Seven	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	229
HUNTSVILLE:	23
USACE HQ:	1
TOTAL:	253

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
	Mar 01-28	Oct 01-Mar 28

CHECKS:

CHECKS ISSUED	10,770	62,800
PERCENT OF TOTAL	10%	11%
DOLLAR AMOUNT	\$105,361,650	\$867,715,487

EFT:

TRANSFERS MADE	57,421	306,905
PERCENT OF TOTAL	90%	89%
DOLLAR AMOUNT	\$2,159,378,736	\$12,330,082,824

*percentages adjusted for utility checks which do not have to participate in EFT

IV. OTHER UFC ISSUES:

A. The joint effort between the USACE Finance Center and the Project and Contracting Office (PCO) in Iraq to resolve issues regarding unprocessed invoices and outstanding receiving reports has resulted in a reduction of interest penalties paid by 70% for Feb and Mar 06 as compared to Dec 05 through Jan 06. Our plans are to continue the weekly telephone conference call with Iraq to resolve payment issues and to reduce penalty interest payments.

B. The CFO/Civil Reports Division received a request from the Office of the Secretary of Defense (Comptroller) (OSD (C) to test a proposed format change for the Statement of Financing. The template for the new format is the product of a workgroup with representatives from Treasury and various Federal agencies. There are two representatives from OSD(C) in the workgroup. The new format contains a section that reconciles total financing sources from the Statement of Changes in Net Position to total budgetary resources on the Statement of Budgetary Resources. Another section presents a reconciliation of budgetary account obligations to proprietary account net cost of operations. The first reconciliation attempt is complete. We provided feedback to OSD (C) on our findings of some additional accounts that should be included in the reconciliation.

C. We received a handbook from the Federal Highway Administration (FHWA) detailing their reporting requirements for funds transferred to the USACE from the Highway Trust Fund. These funds are provided with a specific identifier for each program. We currently have seven programs. FHWA requires a monthly verification of net disbursements, monthly verification of Fund Balance with Treasury, monthly trial balance by program group, monthly Report on Budget Execution, annual breakout of obligations by program and object class and report of full-time equivalents. We are in the process of developing a plan and procedures for meeting these new reporting requirements

D. The UFC Travel Division is currently working PCS vouchers received on 23 Mar 06.

E. DFAS informed the UFC that effective 1 April 2006 we would require Infoconnect software to access the Program Budget Accounting System (PBAS). HQUSACE consolidated the requirements and issued a contract for the licenses. The UFC identified

eleven users who required Infoconnect. We received and completed the installation of all eleven licenses on 24 Mar 06.

F. The UFC IM office completed necessary upgrades to the Corps of Engineers Enterprise Infrastructure Services (CEEIS) Network Security Stack equipment on 22 Mar 06. The firewall hard drives were replaced, and the MCI and Sprint Channel Service Units/Data Service Units were replaced with internal components to the routers. CEEIS will contact MCI and Sprint to pick up their respective equipment.

G. On 24 Mar 06, the UFC Security Manager increased the amount of funds requested for updating the Security and Access Control System in the Force Protection Funding Requirement System from \$55K to \$85K. The increase is based on a recently received government estimate provided by Naval Support Activity (NSA) Mid-West. We have submitted a request for centralized funding and are hopeful that centralized funding will be available for this important upgrade to our building security.

H. The UFC is in the process of developing its FY 2007 operating budget. The target date for completion is 22 May. The budget and related workload analysis provides the basis for the allocation/distribution of UFC operating costs to supported divisions/districts/centers/labs. We are developing the factors/criteria for use in the budget formulation and will distribute this information to managers within the next week.

I. The UFC's performance decision for the Accounting Support Services A-76 competition has been delayed until 28 Apr 06. However, post-decision human resource target milestone dates are close to being finalized. We are also developing a concept plan for the UFC's continuing government organization (CGO).

J. We have completed the work on FY06 management controls and plan to submit the annual assurance statement to HQUSACE on or about 3 April. We have conducted all checklist reviews, and all managers have completed the mandatory management controls training. The UFC is reporting no material weaknesses.